



**COUNTY OF LOS ANGELES
DEPARTMENT OF AUDITOR-CONTROLLER**

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J. TYLER McCAULEY
AUDITOR-CONTROLLER

December 27, 2006

TO: Supervisor Zev Yaroslavsky, Chairman
Supervisor Gloria Molina
Supervisor Yvonne B. Burke
Supervisor Don Knabe
Supervisor Michael D. Antonovich

FROM: J. Tyler McCauley 
Auditor-Controller

SUBJECT: **GROUP HOME PROGRAM MONITORING REPORT – SHAMROCK
COTTAGES, INCORPORATED, SHAMROCK COTTAGE GROUP
HOME #4**

We have completed a review of Shamrock Cottage Group Home #4 operated by Shamrock Cottages, Incorporated. The Group Home contracts with the Department of Children and Family Services (DCFS) and the Probation Department (Probation).

Shamrock Cottage #4 is a six-bed facility, which provides care for Girls ages 13-17 years who exhibit behavioral social and emotional difficulties. At the time of the monitoring visit, Shamrock Cottage #4 was providing services for two DCFS children, and four Probation children.

Shamrock Cottage Group Home #4 is located in the Fifth District.

Scope of Review

The purpose of the review is to determine whether the Agency is providing the services as outlined in their Program Statement. Additionally, the review covers basic child safety and licensing issues, and includes an evaluation of the Agency's Program Statement, internal policies and procedures, child case records, a facility inspection, and interviews with children placed in the Group Home at the time of the review. Interviews with children are designed to obtain their perspectives on the program

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services provided by the Agency, and to ensure adherence to the Foster Youth Bill of Rights.

Summary of Findings

Generally, the Agency is providing the services as outlined in their Program Statement.

Shamrock Cottage #4 needs to maintain current court authorizations for children taking psychotropic medication.

Attached is a detailed report of the review.

Review of Report

We discussed our report with the Agency's management. In response to the recommendations made in the report, the Agency's management completed a corrective action plan (attached) which we approved. We thank the management and staff for their cooperation during our review.

If you have any questions, please contact me, or have your staff contact Mike Pirolo at (626) 293-1110.

JTM:MP:CC:jdh
http://auditor.co.la.ca.us/group_home.asp

Attachments

c: David E. Janssen, Chief Administrative Officer
Patricia S. Ploehn, Director, DCFS
Robert B. Taylor, Chief Probation Officer
Barbara Luna, Executive Director, Shamrock Cottages, Inc.
Public Information Office
Audit Committee

**Shamrock Cottages, Incorporated
Shamrock Group Home #4
1206 North San Antonio
Pomona, California 91766
Phone: (909) 623-0243
License Number: 197804765
Rate Classification Level: 12**

I. Facility and Environment

Method of assessment – Observation

Comments:

Shamrock Cottage Group Home #4 is located in a residential community. The exterior of the Group Home is well maintained. The front and back yards are clean, and adequately landscaped.

The interior of the Group Home is well maintained. The common quarters are neat and clean. There is adequate furniture and lighting in the Group Home. The Group Home provides a home-like environment.

Children's bedrooms are well maintained. The rooms are clean and orderly, and have age-appropriate personalized decorations. There is adequate furniture, lighting, and storage space. Window coverings and window screens are in good repair. The mattresses are comfortable, and the beds all have a full complement of linens. Children's sleeping arrangements are appropriate.

The Group Home maintains age appropriate and accessible recreational equipment. There are also board games, a TV, and a DVD player. Books and resource materials, including a computer with a variety of programs, are also available.

The Group Home maintains a sufficient supply of perishable and non perishable foods.

Recommendations

There are no recommendations for this section.

II. Program Services

Method of assessment – Review of relevant documents and interviews

Sample size: Two

Comments:

Children meet the Group Home's population criteria as outlined in their Program Statement. Children are assessed for needed services within thirty days of placement.

The treatment team develops and implements the Needs and Services Plans (NSPs) with input from the child. The NSPs are current, comprehensive, and include short and long-term goals.

Case files reflect adequate documentation to show that children are receiving treatment services.

Recommendations

There are no recommendations for this section.

III. Educational and Emancipation Services

Method of assessment – Review of relevant documents and interviews

Sample size: Two

Comments:

Children are attending school. Children are provided with educational support and resources to meet their educational needs, and are progressing satisfactorily in school. The Group Home's program includes the development of children's daily living, self-help, and survival skills.

Children are provided with opportunities to participate in emancipation and vocational programs as appropriate.

Recommendations

There are no recommendations for this section.

IV. Recreation and Activities

Method of assessment – Review of relevant documents and interviews

Sample size: Two

Comments:

The Group Home provides children with sufficient recreational activities, and leisure time. Children are provided with opportunities to participate in planning activities.

Children participate in extra-curricular, enrichment, and social activities in which they have an interest.

The Group Home provides transportation to and from the activities.

Recommendations

There are no recommendations for this section.

V. Psychotropic Medication

Method of assessment – Review of relevant documents

Comments:

Documentation confirms that children are routinely seen by the prescribing psychiatrist. However, one child does not have a current court authorization for the psychotropic medication that he is taking.

Children are informed about their psychotropic medication, and are aware of their right to refuse medication.

Medication distribution logs are properly maintained.

Recommendation

- 1. Shamrock Cottage Incorporated management maintain current court authorizations for all children taking psychotropic medication.**

VI. Personal Rights

Method of assessment –Interviews with children

Sample size: Two

Comments:

Children are informed about the Group Home's policies and procedures. Children report that they feel safe in the Group Home, and are provided with appropriate staff supervision. Children express satisfaction with the quality of their interactions with staff, and report that staff treats them with respect and dignity.

Children report that they are assigned chores that are reasonable and not too demanding. Children are able to make and receive personal telephone calls, send and

receive unopened mail, and have private visitors. Children are able to attend religious services of their choice.

Children report that the discipline policies are consistently enforced and that there are fair and appropriate consequences for inappropriate behavior.

Children report satisfaction with meals and snacks.

Children receive voluntary medical, dental, and psychiatric care.

Recommendations

There are no recommendations for this section.

VII. Clothing and Allowance

Method of assessment – Review of relevant documents and interviews

Sample size: Two

Comments:

The Group Home provides appropriate clothing, items of necessity, and the required \$50 monthly clothing allowance to children. Children are provided with opportunities to select their own clothes. Clothing provided to children is of good quality and of sufficient quantity.

The Group Home provides children with the required minimum weekly allowance. Children spend their allowances as they choose.

The Group Home provides children with adequate personal care items.

Children are encouraged and assisted in creating and maintaining photo albums/life books.

Recommendations

There are no recommendations for this section.

Shamrock Cottage

State License # 197804492

(909) 394-0902

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(909) 394-0907 Fax

Group Home Audit Supervisor
Department of Auditor-Controller
Kenneth Hahn Hall of Administration
500 W. Temple St., room 515-A
Los Angeles, CA 90012

May 23, 2006

Attn: Ms. Candace Rhue

Recently an audit was conducted at our facility located at 1206 N. San Antonio, Pomona, CA 91766. There was only one recommendation made at that time.

Section V Psychotropic Medication

Recommendation: Shamrock Cottage Inc. management maintain current court authorizations for all children taking psychotropic medication.

The court authorization had been sent to the court house however, the form did not include the fax number for the psychiatrist so it was returned to Shamrock.

Our Corrective Action Plan is as follows:

To ensure that all information is complete and accurate the form will be completed by our administrator and then double checked by our Social Worker. The Director will also be given a copy of the request and it will be placed in a follow up file to ensure the timely return of the form. The form will have passed through three hands and will be watched for accuracy and timely response so that Shamrock is in compliance with the requirements.

If you have any further questions, I can be reached at (909) 394-0902.

Sincerely,

Barbara Luna

Barbara Luna
Executive Director